



Commonwealth Neurotrauma Initiative (CNI) Trust Fund Advisory Board

Meeting Minutes * June 8, 2012

Members Present

Terry Glenn Department of Corrections, Richmond
Doug Harris, J.D. Department of Health (Commissioner's Designee), Richmond
Gregory Helm, M.D., Ph.D. University of Virginia Medical Center, Charlottesville
*Page Melton Family Member/Caregiver, Richmond
Teresa Poole NeuroRestorative Virginia, Blacksburg
Jim Rothrock (*Ex-officio*) Department of Rehabilitative Services, Richmond
**Ms. Melton participated via teleconference due to her new residence being out of state.*

Members Absent

David Reid, Psy.D., Chair Augusta Psychological Associates, Waynesboro

Staff

Kristie Chamberlain Department of Rehabilitative Services, CNI Program Staff
Mary-Margaret Cash Department of Rehabilitative Services, Assistant Commissioner, CBS

Guests

Jeffrey Kreutzer, Ph.D. Virginia Commonwealth University
Nancy Hsu, Ph.D. Virginia Commonwealth University
Stephanie Lichiello Virginia Commonwealth University

The Commonwealth Neurotrauma Initiative (CNI) Trust Fund Advisory Board met for a regular quarterly business meeting at the Central Office of the Department of Rehabilitative Services at 8004 Franklin Farms Road, Richmond, VA. Doug Harris stepped into the role as Chair in Dr. Reid's absence. Doug Harris convened the meeting at 10:05 a.m. Doug Harris informed board members and guests that Page Melton would be participating in the meeting via teleconference from St. Louis.

Public Comment Period

A public comment period was held; no public comment was offered.

Approval of June 8, 2012 Agenda

Terry Glenn made a motion to approve the agenda with noted amendment of discussing a no-cost extension request to use unspent year 3 funds from Brain Injury Services of Southwest Virginia. Teresa Poole seconded. The motion passed unanimously.

Approval of March 9, 2012 Meeting Minutes

Page Melton made a motion to approve the meeting minutes from the March 9, 2012 meeting; Dr. Helm seconded the motion. The motion passed unanimously.

Updates from the Department of Rehabilitative Services (DRS):

- As discussed previously, the Secretary of Health and Human Resources, William A. Hazel, Jr., MD, sent communication confirming that a new agency would be created due to the work of Governor McDonnell's Commission on Government Reform and Restructuring which was established by Executive Order (EO) No. 2 (2010). The new agency name (beginning July 1, 2012) is Virginia Department for Aging and Rehabilitative Services (DARS). As of July 1, 2013, the Department of Social Services Adult Protective Services and Adult Services units will also come under DARS.
- The agency (DRS) received six million dollars for vocational rehabilitation so that it will have cash for "cash match" for federal funds. This funding allows DRS to service their wait listed and open at least one category. The hope is that it will bring the client base from the current 27,000 to 31,000+.
- As part of DRS' HRSA TBI Federal Grant initiative, there is a "Virginia Collaborative Policy Summit on Brain Injury and Juvenile Justice" being held June 13-14, 2012 by the airport. The Commissioner will honor Delegate Jim Scott with a leadership award for his work championing the needs of individuals with brain injury and the juvenile justice system. The Commissioner extended an invitation to the Board to participate if they are able.
- June 18, DRS is hosting the Joint Leadership Meeting for Boards and Councils of the Department of Aging and DRS. This is an opportunity for Board/Council officers to meet and share their roles as well as to learn more about Robert's Rules. Dr. Reid is attending for the CNI Trust Fund Advisory Board. The Commissioner also extended an invitation to others from CNI if they are interested.
- As part of a conversation around the Governor eliminating boards and councils, the Commissioner brought up the Commonwealth Neurotrauma Initiative (CNI) Trust Fund Advisory Board changing from Governor appointed to Commissioner appointed. Legislation would be drafted in August of FY'13.

Grantee Presentation: "Best Practices Model for Incarcerated Youth with Brain Injury", Virginia Commonwealth University: Jeff Kreutzer, Ph.D., Stephanie Lichiello and Nancy Hsu, Ph.D.

Dr. Kreutzer gave a very thorough presentation on the grant work to date, survey instrument and outcomes. The grant was funded for Virginia Commonwealth University (VCU), PI-Kreutzer, to work with the Virginia Department of Juvenile Justice to improve the ability of DJJ to identify and meet the needs of incarcerated juveniles with TBI by developing an effective screening system for all juveniles entering the DJJ system and accompanying that with education and training materials for DJJ personnel to screen, evaluate and rehabilitate juvenile detainees with TBI. The Advisory Committee for the grant consists of: the Brain Injury Association of Virginia, the Virginia Department of Juvenile Justice, Virginia Commonwealth TBI Model System, Virginia Department of Correctional Education, Virginia Department of Education and Virginia House of Delegates (J.M. Scott). The Board thanked Dr. Kreutzer for his detailed presentation and wished him the best on the Policy Summit next week.

Financial Report: Kristie Chamberlain

Kristie Chamberlain, staff to the CNI Trust Fund Advisory Board, provided a review of the current financial status of the Fund. Since its inception in 1998 through May 31, 2012 total revenue into the Fund has been \$17,244,143.74. The Trust Fund has awarded \$17,725,349 in grant awards (\$789,803 of which is administrative services) since July 2003. The Fund currently has an obligated balance of \$(481,205.26). Obligated funds = revenue minus grant awards made to date. Staff reviewed monthly expenditures of grantees during State Fiscal Year (SFY) 2012 for March, April & May versus monthly revenue into the Fund for the same period as well as projected average monthly expenditures for FY'13.

Staff and the Board reviewed a carryover request for a no-cost extension to use unspent funds from year 3 (which ends June 30) to carry on current grant activities in a no-cost extension starting July 1 from Brain Injury Services of Southwest Virginia. BISSWVA requested the use of approximately \$38,820 through September 30, 2012. **Teresa Poole made a motion to consider the request to approve the use of the \$38,820 in a no-cost extension through September 30, 2012. Terry Glenn seconded. Discussion ensued. The motion was defeated. Terry Glenn made a motion not to approve the no-cost extension as requested by Brain Injury Services of Southwest Virginia in the amount of \$38,820. Dr. Helm seconded. The motion passed. The grantee will not be allowed a no-cost extension to use unspent grant funds.** Staff explained that because this grantee operated under monthly allotments, they will not receive their June allotment and will return their remaining balance after all obligated funds are taken care of to the Fund by September 28, 2012.

Staff reminded the Board that the community-based grantees currently finishing their third year of funding will finish year three on June 30, 2012. At that time, the Fund will have several grantees operating on no cost extensions due to aforementioned carryover approvals. Staff also shared with the Board that other grantees could request to use any unexpended grant funds from year three during their no-cost extensions which if approved will increase the Fund's monthly expenditures and this is something the Board must monitor with a decrease in monthly revenue available and a negative cash balance. **Page Melton made a motion that the Board will review all further requests for unexpended funds at the close of year three on a case by case basis and at this time they are not prepared to make a decision on if it will or will not be allowed until each case presents itself. Terry Glenn seconded. The motion passed.**

The Board began to discuss when they could possibly release a new Request for Proposals in late FY'13 or FY'14. Staff explained the Board will need to determine how much "reserve cash" they would like built after they repay DRS the loan and how many proposals they are comfortable funding. Dr. Helm requested that an agenda item for the September meeting be to start to discuss possible focuses for priorities for the next RFP release.

Future Meeting Dates

Staff reviewed the future quarterly meeting dates with the Board members.

- Friday, September 7, 2012 (DRS)
- Friday, December 7, 2012 (DRS)

Doug Harris adjourned the meeting at 12:07 p.m.